TRANSITION HANDBOOK

April 1997

MILITARY TRAINING *OPEN* ALLOTMENT (MTOA)

MILITARY TRAINING *SPECIFIC* ALLOTMENT (MTSA)

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TRANSITION HANDBOOK

Introduction

This publication was compiled by a HQDA process action team with members drawn from the Office of the Assistant Secretary of the Army (Financial Management and Comptroller) (OASA(FM&C)), Office of the Assistant Secretary of the Army (Manpower and Reserve Affairs) (OASA(M&RA)), Office of the Deputy Chief of Staff for Operations and Plans (ODCSOPS), Office of the Deputy Chief of Staff for Personnel (ODCSPER), U.S. Total Army Personnel Command (PERSCOM), HQ, U.S. Army Training and Doctrine Command (TRADOC), and HQ, U.S. Army Forces Command (FORSCOM). It provides guidance to assist in the transition from the OMA Military Training Open Allotment (MTOA) to distribution of the travel and per diem training dollars directly to the MACOMs. In addition to this publication, numerous messages have been sent to the field detailing most of what is presented here. The purpose of preparing this publication is to include all applicable information in one document. The reader should recognize, however, that the ODCSOPS, HQDA is the proponent for training funds and sets the policy governing their use. Guidance issued by ODCSOPS takes precedence over this publication.

Background

The Army is in the midst of a significant era of change. Available resources continue to decline, and innovative initiatives must be developed to ensure that we can meet the challenges of the future. Effective and efficient stewardship of our limited resources must be part of the foundation upon which we build this changed Army. We must seek better ways to do business.

Open allotments are essentially bank accounts for which many "authorized users" throughout the Army have a check book. The fund cite is published in Defense Finance and Accounting Service (DFAS) manual 37-100-XX and may be used by any authorized fiscal station. Open allotments are extremely flexible and easy to use by the field, but there is no capability for front end control over the funds and past technologies have limited opportunities for financial analysis at the end of the process. In other words, the individual stations citing the funds don't know how much money has been used, how much is in the account, or have any incentive to constrain the use of the funds, and the Army has no definitive means to determine how much has been spent until after the money is disbursed.

As part of a directive from Army leadership to review all open allotments, the OASA(FM&C) established a team to study ways to gain front end control over the OMA Military Training Open Allotment (MTOA). The MTOA funds per diem and travel for

HQDA directed training and per diem for training in conjunction with a permanent change of station (TDY enroute). Total MTOA expenditures have increased even as the active force has declined. This can be attributed to many factors, but ultimately the root of the majority of these is the accessibility of an unconstrained open allotment during a time of declining resources.

The team's mission was to determine whether the MTOA could be changed to a specific allotment without adversely affecting soldiers or training. Several options were considered and after much study and analysis, the Office of the Assistant Secretary of the Army (Financial Management and Comptroller) (OASA(FM&C)) made the decision to distribute the funds to the MACOMs. The ASA(FM&C) and the Deputy Chief of Staff for Operations and Plans (DCSOPS) agreed in August 1996 that the MTOA would be eliminated as of 1 October 1997. On 22 October 1996 the Assistant Secretary of the Army for Manpower and Reserve Affairs (ASA(M&RA)) and the ASA(FM&C) established the MTOA Transition Team. The details described in this manual are the result of the Transition Team's efforts, as approved by the DCSOPS and the ASA(FM&C) and ASA(M&RA).

Overview

This section provides a summary of the new procedures for the FY98. Refer to following chapters to obtain more detailed information. For ease in communication, the new specific allotments will be referred to as the Military Training Specific Allotment (MTSA).

The MTOA will not exist after 30 September 1997. The decision to transition the MTOA to a MTSA does not change personnel and training management responsibilities. The goal is to gain financial controls while continuing to provide training for a ready Army and for soldier promotion. Correctly implemented, the change to a specific allotment will be transparent to the soldier. PERSCOM will continue to select and direct soldiers to training. Courses authorized for MTOA/MTSA will be fully managed on the Army Training Requirements and Resources System (ATRRS). For example, delineation of training requirements, class schedules, quota allocations, input and graduation data. Students must have a training seat reservation in ATRRS before orders are issued (for courses in ATRRS). An "R" for reservation or a "W" for wait in ATRRS constitutes an "R" for reservation or a "W" for waits. PERSCOM will indicate whether courses are authorized funding under the MTSA and include a funding point of contact (POC) on all request for orders (RFO) for officers and enlisted assignment instructions (EAI) for enlisted to assist losing commands/installations personnel service companies in determining authorized funding. In addition, all courses in ATRRS are now coded to indicate whether they are authorized funding by the MTSA.

The MTSA funds will be distributed to the MACOMs at the beginning of the fiscal year in Budget Activity (BA) 32. These funds will be fenced on the funding letter and in the fund authorization~~allocation~~ document (FAD). Fencing will ensure that the funds are used only for training that meets the DCSOPS prerequisites. DCSOPS policy and a list of courses is provided in this manual.

The travel order generation process for training conducted TDY and return will not change. The only difference will be the fund cite placed on the orders. Voucher preparation and settlement will also be unchanged. The procedures for training in conjunction with a permanent change of station will, however, be different in two ways.

- With the exception of ROTC or USMA graduates, the gaining activity will provide the fund cite for the TDY travel order. (Cadet Command will fund ROTC graduates and USMA will fund West Point graduates for OBC.)

- Soldiers will receive two sets of orders. One will be for the PCS move and the other will be for the TDY training.

Since only the TDY enroute process changes, the rest of this overview will be devoted to this piece of the new MTSA procedures.

During the requisition process, the gaining command has opportunities to define the required qualifications which may require~~training~~ training for in-coming soldiers. This may be through input to The Officer Personnel Management Information System (TOPMIS) or Enlisted Distribution and Assignment System (EDAS) or through contact directly with PERSCOM assignment officers. At the same time that the gaining command is providing prerequisites for in-coming personnel, they will be required to provide a funding ~~authorization point of contact (~~POC) on all requisitions. PERSCOM will include the training requirements and the POC in the request for orders (RFO)/enlisted assignment instructions (EAI) sent to the losing command. This will allow the losing command to contact the gaining command for the fund cite to be placed on the soldier's travel orders.

The TDY travel order will only be for the per diem for the training portion of the soldier's expenses, and travel if not funded by the PCS account. The permanent change of station (PCS) order will cover all other costs associated with the soldier's relocation. The soldier will file vouchers for both sets of orders at the gaining installation. The PCS voucher will be settled by the Defense Military Pay Office (DMPO) and the TDY voucher will be settled by the servicing Defense Finance and Accounting Service (DFAS) operating location (OPLOC) or Defense Finance and Accounting Office (DAO).

Responsibilities

Deputy Chief of Staff of the Army for Operations and Plans (DCSOPS)

- Determines Military Training Specific Allotment (MTSA) fund distribution to ensure publication in DA Program and Budget Guidance (PBG) for use by the MACOM in budget development.

- Determines appropriate reallocation of MTSA funds during the execution year, to remedy shortfalls/excesses resulting from initial distribution.

- Responsible for consolidation and final determination of MACOMs course exception to policy requests for inclusion under the authorized MTSA funded course list. Also ensures that excepted courses are brought to the attention of DCSPER and PERSCOM.

- Establishes policy on appropriate charges to MTSA.

- Track overall execution of MTSA funds.

- Request the Army Budget Office withdraw funding from MACOMs and redistribute to other MACOMs.

Deputy Chief of Staff of the Army for Personnel (DCSPER)

- Maintains the ATRRS data base to include coding courses as authorized MTSA funding.

- Updates ATRRS course listing at least every six months and more often if conditions warrant.

U.S. Total Army Personnel Command (PERSCOM)

GENERAL:

PERSCOM directs, integrates, and coordinates the active component of the Total Army Personnel System to develop and optimize utilization of the Army's human resources in peace and war. PERSCOM assigns active duty military personnel to meet Army requirements.

MTSA SPECIFIC:

- 1. Selects and directs soldiers to career development and required training enroute to assignments or authorized MTSA funded courses TDY and return. The

career development training that is directed by PERSCOM in accordance with DA guidance and other new assignment requested training must be paid for by the gaining command.

- 2. Annotates in the Special Instructions section of ~~officer Request for Orders (~~RFO~~)~~ and EAI~~enlisted assignment instructions~~ that~~, which~~ include enroute training~~,~~ with the following:

    a. The course is "MTSA authorized".

    b. ~~"~~Funding authorization POC~~information"~~ as provided by the gaining command.

- 3. Manages MTSA funding accounts for soldiers assigned to DoD level and selected Joint commands that will receive MTSA funds directly from HQDA. ~~*Note 1 < A list of Joint commands provided MTSA funds to be developed >~~

Assistant Secretary of the Army (Financial Management & Comptroller)

- Issues fund authorization documents (FAD) to the MACOMs. MTSA funds on the FAD will be provided in such level of accounting detail as to "fence" the funds from purposes other than that intended by the DCSOPS.

- Ensures sufficient BA32 AFP and allocation are provided to all MACOMs on 1 Oct of each FY for processing of TDY orders. Fund allocation will be based upon guidance from ODCSOPS.

Defense Finance and Accounting Service (DFAS)

- Issues guidance and information to DFAS Operating Locations (OPLOCs), Defense Accounting Offices (DAOs), and Defense Military Pay Offices (DMPOs).

- Ensures subordinate organizations are aware of changes created by the transition to ~~an~~ MTSA.

Major Commands

- Determines allocation of MTSA funds to subordinate installations and activities in support of personnel under their purview.

- Monitors MTSA obligations and expenses versus the allocated funds, and notifies ABO and ODCSOPS of impending shortfalls/excesses during mid-year reviews.

- Analyzes and processes exception to policy requests for possible inclusion under the authorized MTSA funded course list. Forward requests in a timely manner to ODCSOPS for consideration.

- MACOMs are responsible for the MTSA program management based on the policy guidance issued from DA, ODCSOPS and personnel and training execution

management guidance issued by Commander, PERSCOM. MACOMs will provide installations with the Commander's priorities for training. Responsibilities include equitable distribution of funding to all installations and realignment of resources to meet training requirements. MACOMs will ensure full and proper utilization of MTSA funds.

• Responsible for updating ATRRS "SH" semi-annually for assigned schools.

Exceptions to policy for course inclusion under the MTSA must be endorsed through MACOMs.

Installations

There is sufficient variety in installation organizational alignments to preclude development of a definitive list of responsibilities that would be accurate for all recipients of this guide. For example, some installations have consolidated all resource management functions and others have not. Subsequently, the following list of responsibilities is not separated into organizational elements below the installation level.

General Responsibilities Applicable to All MTSA Training

• Installation Commanders are responsible for ensuring MTSA funds are used for only those courses on the ODCSOPS approved course list.

• Prioritize the use of available MTSA funds, IAW the authorized course list. May deny the use of MTSA funds for approved training on the basis of shortage of funds only if requests (forwarded through command channels) for additional funds have been denied and it can be shown that MTSA funds have not been used for purposes other than that originally intended. Denying MTSA training will be done as a last resort and only after ODCSOPS has been notified. PERSCOM career branch must be notified and the ATRRS reservation must be canceled.

• Review installation policy on messing, billeting, transportation, and other related information. Provide such information to ATRRS manager for inclusion on "SH" screen, as required. Incorrect information on the availability of support has a significant impact on the cost of TDY.

• Provide in writing through command channels to appropriate training MACOM, discrepancies between information provided on ATRRS "SH" screen and actual experience of soldiers attending the training. A copy of memorandums will be furnished to ODCSOPS, ATTN: DAMO-TRO and ODCSPER, ATTN: DAPE-MPT.

• Receive and review the RFO/EAI and ensure the course is coded in the ATRRS as a course eligible for MTSA funding.

• Review ATRRS to ensure the soldier has a training seat.

Establish procedures to identify accounting transaction under appropriate AMS and MDEP.

- Certify travel orders, subject to fund availability.

- Monitor account for funding availability; inform command of shortfall.

- Review liquidated obligations for comparison of actual costs to estimates and as needed determine cause for excessive differences.

- Travel voucher approving officials have the responsibility to ensure that in and around travel claims are reasonable and justifiable.

Responsibilities Specific to TDY Enroute

Losing Station:

- Receive RFO/EAI with instructions to obtain a fund cite from gaining installation.

- Ensure soldier is instructed where to settle travel voucher upon completion of travel.

- Review RFO/EIA with soldier to determine which option the soldier has selected — PCS with TDY enroute or TDY and return in conjunction with a PCS.

    Contact gaining installation funding POC for travel order or funding information.

Gaining Station:

- Provide PERSCOM with a funding point of contact through the TOPMIS or EDAS system. (This is critical for the system to work.)

- Review RFO and EAI for incoming soldiers requiring training IAW MTSA rules.

- Either prepare or authenticate travel order and fax to losing command/installation.

Schoolhouse

- Provide required data for ATRRS "SH" screen to servicing MACOM semi-annually.

- Take actions to assist in reducing travel and per diem costs to include provision of messing and on-post housing.

Students

- Submit TDY settlement voucher for completed travel at permanent duty station within 5 days after completion of travel.

- Report to installation training manager discrepancies between entitlements authorized on their travel orders, and services actually available at the TDY location.

Operations

Funding Policy

Military Training Specific Allotment (MTSA) funds are to be used to fund per diem and travel expenses incurred in conjunction with specific Army training. The ODCSOPS, HQDA is the proponent for these funds and establishes the policy for what courses are authorized funding. That policy follows.

MTSA funds are available to fund TDY travel and per diem costs for active component soldiers to attend mandatory and selected duty position required training in conjunction with a PCS (TDY enroute) or in a TDY and return status, only for the courses listed below:

- NCOES. This includes PLDC from Panama, BNCOC conducted at the proponent school, ANCOC, and CSMC.
- WOES. This includes WOCS, WOBC, WOAC, WOSC, and WOSSC.
- OES. OBC, CAS3, and PCC (Leavenworth and Branches), and JPME Phase II
- Advanced aircraft qualification courses.
- MOS reclassification/reenlistment, area of concentration, skill identifier, specific PCC related training, and ASI/SQI producing courses in a TDY enroute mode.
- First sergeants course, battle staff NCO course, and drill sergeants school.

A complete list of authorized courses is at Appendix A (only in the electronic version of this manual). In addition, the Army Training Resource Requirements System (ATRRS) is annotated to indicate which courses fall under the MTSA umbrella. Appendix A provides detailed instructions for generating approved course lists from ATRRS.

Travel costs are restricted to the constructive cost of air fare. There is no authority to fund rental cars, or transportation (DITY) moves using the MTSA. Those costs, if authorized by the soldiers commanding officer, must be funded from the unit's mission funds. On-post housing must be used, if available. In general, in and around travel is not authorized for funding using the MTSA unless this is more cost effective for the Army. Soldiers must present evidence that transportation was both necessary and not provided (e.g., statements of nonavailability of messing and transportation would indicate a need for personal travel to eating establishments.)

Fund Distribution

The MTSA funds will be distributed to MACOMs based on their eligible military population as reflected in the Officer Distribution Plan and the Enlisted Distribution Target Model. The MACOMs are responsible for further distribution of the funds. Some MACOMs may choose to centrally manage these funds.

Exceptions

Not all soldiers are assigned to Army MACOMs. Special arrangements have been made to ensure an agency has been funded to support their MTSA training requirements. Therefore, the following alignments have been established:

- HQDA assigned personnel will be supported by Operating Agency 22 (OA22). This includes the Army Secretariat, ARSTAF, Field Operating Activities, and Chaplain and Judge Advocate General officers.

- With the exceptions noted at the next bullet, all soldiers assigned to Joint or DoD organizations will be supported by PERSCOM. This includes the Joint Staff, OSD, and DoD command headquarters (DeCA, TRANSCOM, etc.). Army component commands of Joint and DoD commands will receive their funds directly from the Army Budget Office.

- The following Joint command headquarters will be funded directly from the ABO:
  - EUCOM
  - USFK
  - SOUTHCOM

TDY and Return

The process for TDY and return MTSA training is no different than any other training funded by the installation/unit or previously funded by the MTOA other than the fund cite that is placed on the orders. Fund control officers must, however, ensure that:

- the MTOA is not used on any travel orders for costs that will be incurred after 30 September 1997, and

- MTSA fund cites are used only for those courses that meet DCSOPS guidance.

TDY enroute

Pursuant to AR 600-8-11, figure 2-6, soldiers will continue to have three options for attending TDY enroute. These are:

- Depart the losing permanent duty station (PDS), travel to and attend training, travel to and report to the new PDS. In this scenario, the MTSA pays only the per diem while in training. All travel costs are chargeable to the PCS open allotment (Military Personnel appropriations).

- Travel to and attend training, return to the old PDS and depart within 10 days and report to the new PDS. In this scenario, the MTSA funds of the gaining command/installation covers both the per diem and the travel costs associated with the training. Travel from the old to the new PDS is funded by the PCS open allotment.

- Depart the old PDS, report to the new PDS, leave the new PDS within 10 days of reporting, travel to training and return to new PDS upon completion of training. In this scenario, the MTSA funds of the gaining command/installation covers both the travel and per diem associated with the training. Travel from the old to the new PDS is funded by the PCS open allotment.

THE FLOW OF FUNDING INFORMATION:

1. The gaining command or the authorization document identifies position requirements when preparing a requisition. The gaining (requesting) command must provide funding information in the event training is required. The information will be either a fund cite, a point of contact (POC) and phone/fax number, or other specific information that identifies funding. This information will be annotated in the Special Instructions portion of the requisition transmitted to PERSCOM. The MACOM should review this information to ensure it is in compliance with this manual.

2. PERSCOM will validate the requisition with the training and funding information annotated in the Special Instructions portion of officer Request for Orders (RFO) and enlisted assignment instructions (EAI). PERSCOM will fill the requisitions in accordance with the Army's distribution plan. The requested training and appropriate career development training will be included in Special Instructions as TDY enroute based on course availability. PERSCOM then transmits the RFO or enlisted assignment instruction to the losing and gaining command.

3. The losing command will provide orders for soldiers departing their command. This can be accomplished two different ways and is based on the preference of the gaining command. The gaining command may choose to originate and issue the order or they may choose to simply place a fund cite on orders originated by the losing command. In either case, the gaining command controls the fund cite.

ATRRS:

PERSCOM will reserve school seat (TDY enroute) in ATRRS. Should a soldier with an ATRRS reservation be unable to attend training the (losing or gaining) command must request cancellation by the appropriate PERSCOM career branch. The request may be sent via FAX or E-mail. The request must contain requisition number, soldier's name, SSN, course and class number, course date, and reason for cancellation.

SPECIAL PROCEDURES FOR DoD AND SELECTED JOINT COMMANDS:

Assignment and funding procedures will be the same as those established for "training enroute" with the following exceptions. PERSCOM will transmit the RFO or enlisted assignment instruction to the losing command. The Special Instructions will detail how to contact the PERSCOM Budget Execution Branch for fund cite. The losing commands will then publish orders for soldiers departing their command and FAX a copy to PERSCOM Budget Execution Branch.

Voucher Settlement

Soldiers who attend training TDY enroute will file both their PCS and TDY settlement vouchers at the new installation. The local DMPO will settle the PCS voucher and send the TDY voucher to the appropriate Finance Office for settlement.

Fund Cites/Accounting

The DFAS-IN manual 37-100-97 has been updated to include new Army Management Structure Codes for the specific allotment. The following is the new AMSCO/MDEP information in DFAS-IN manual 37-100-97 and will be repeated for FY98:

TDY Enroute and Return: 324771.21
TDY and ReturnEnroute: 324771.41
MDEP for both TDY and Return and TDY Enroute: TTDY

Using these AMS codes/MDEP, installations/commands may begin issuing orders for FY 98 subject to availability of funds. MDEP TTDY must only be used for MTSA approved courses. Functional training paid from unit or installation funds must use MDEP TANC.

Appendix A — MTSA Course List

The list is too extensive to publish in hard copy and will only be included on the Internet version. In the event you do not have access to the Internet, the following instructions are provided so that you may generate the list of courses from ATRRS.

To generate the two course lists that are approved for MTSA use, go to TSO (the reports generation side of ATRRS) and proceed to the Main Option List. Select either Admin or Super Reports with an " i " and hit your 'enter' key. Proceed down list until you find ' LISTRP ' and place a ' R ' to the left on the underscore and hit your 'enter key. This takes you to the report that will generate the list of courses funded under MTSA. The two lists reflect those courses that are DA Directed and those that are funded only in a TDY Enroute mode. You will need to generate this report twice if you wish to keep the courses separated. Once you are on the first page (layout of fields you desire to display on printed report) you should select at minimum School Code/Name (1); Course Number (2); Phase (3); Title Long (4); Weeks (5); and Days (6) . You may select any of the other fields also as long as you do not exceed 132 characters. To the right of each field is the character length of that field. Once you have completed this page hit your 'enter' key and proceed to the second page. This page allows you to select your sort sequence based upon items you selected on the first page. You can leave this blank and it will sort based upon the default sort which is school code/course number/phase. Next hit your 'enter' key and proceed to the next page. On this page you should insert 1998 on the FY line and enter your own title for the report if you desire to do so. Would recommend that one report be titled DA Directed Courses and the other TDY Enroute Only. Next hit your 'enter' key and proceed to the next page. This is the Include/Exclude page that identifies the parameters you select to generate the report. Go to Command Code and insert an ' e ' and to Select Code and insert an ' i '. Hit your 'enter' key. This takes you to the Command Code page and insert 'V' and 'W'. Hit your 'enter' key. This takes you to the Select Code Page and insert either a 'BG' (DA Directed Courses) or a 'BL' (TDY Enroute Courses). Hit your 'enter' key. This takes you back to the Include/Exclude page and highlights those fields you have selected. It also allows you to make changes if you desire. Next hit your 'enter' key and your report will start to run. Once completed you will see a disposition display where you can either print your report or download it to your PC. Once this is completed go back and generate your second report utilizing the same procedures as outlined above.

Appendix B — Questions and Answers

Q. What and when can we expect written guidance?

A. Guidance started going out last August. Several messages went out to AIG 7406 and 7446. This should hit all commanders. Messages continue to go out on specific areas. We have established a location on the ASA(FM&C) web page (http://www.asafm.army.mil//) where we are beginning to post important documents. In addition, this handbook should address most issues.

Q. Not clear on the management and control of this new practice - do you have projected numbers, schools (types, locations), cost and dollar amounts to be provided to each MACOM?

A. ODCSOPS developed a fund distribution methodology that looks at the eligible MACOM population for each MTOA course. Funding distribution will be top loaded by MACOM based on the Army's Distribution data base. We do not have the ability to exactly predict which soldiers will be directed any particular course.

Q. Will there be a separate AMSCO for the MTSA?

A. Yes. DFAS manual 37-100-xx is being updated to include two new AMSCOs for the MTSA. These are 324771.21 for TDY- enroute~~and Return~~, and 324771.41 for TDY ~~enroute~~and Return.

Q. How do the new procedures differ from what we do today?

A. Right now you simply use the open allotment. In the future, you will use your own specific allotment. TDY and return training doesn't really change other than the fund cite placed on the travel order. TDY enroute will change...need to obtain fund cite (or order via fax) from gaining installation. PERSCOM will provide POC to be contacted at new station for the fund cite. Installations will be responsible for fund control and followup as they do today for other TDY.

Q. If some soldiers must attend a particular school (for promotion) and money is tight, who funds?

A. The funds being distributed should cover the bills. However, as a protective measure, the Army Budget Office (ABO) will withhold some funds for distribution throughout the year based on execution and requirements in the field. MACOMs should do

everything possible to solve funding problems within the resources provided. If, despite their best efforts, funding is insufficient to meet requirements issued by PERSCOM, MACOMs should notify ODCSOPS, ATTN: DAMO-TRO before denying soldiers training that falls under the MTSA umbrella.

Q. Are MTSA funds going to be fenced to prevent using for other than MTSA missions?

A. Yes, funds will be fenced on the FAD.

Q. What about new recruits, does TRADOC pay for all schools (until assignment received)?

A. The only accession training covered by the MTSA is OBC and funding responsibility is split between TRADOC and USMA. TRADOC (Cadet Command) will fund ROTC graduates and USMA will fund cadets. Follow-on courses (once assignments have been made) will be the responsibility of the gaining command.

Q. What is the expected execution date. Has the decision been made? Will there be any kind of symposium, training or transition period?

A. Effective 1 October 1997 the MTOA will cease to exist. Decision was finalized by the ASA(FM&C) and DCSOPS in August 1996. Information is being disseminated in a variety of ways including the Garrison Commander's Conference, message traffic, the Resource Management Professional Development Institute, and the PERSCOM Personnel Manager's Conference.

Q. How else is information on this change being disseminated?

A. Information will be disseminated (other than what I've already mentioned) through command information channels by PAO, at the commander's conference and the pre-command course, and through RM Journal. MACOMs can further provide training through conferences and VTCs. If you have other suggestions for how to get the word out, let us know.

Q. If the gaining commands must fund training enroute, how will soldiers going to Joint assignments be handled?

A. With the exception of EUCOM, SOUTHCOM, and USFK, PERSCOM is responsible for funding MTSA training for Joint and DoD assigned active component Army soldiers. The exceptions are Joint Commands for which the Army is the executive agent. Those commands will receive funds directly from the Army Budget Office.

Q. Who decides which courses are covered by the MTSA?

A. The ODCSOPS (DAMO-TRO) manages the MTSA funds and is responsible for policy governing the use of these funds.

Q. Why will two orders be issued for soldiers going TDY enroute?

A. There are several good reasons for issuing two orders:

1. This allows the gaining command the flexibility to prepare the training travel orders if they so choose. The losing unit/command will always prepare the PCS order. Putting both fund cites (for PCS and for training) on the same order would dictate that the losing station prepare the orders and then obtain a fund cite from the gaining station.
2. Separate orders ensures that only the costs associated with the training are charged to the MTSA. When two fund cites are placed on one order, it is not uncommon for one of the fund cites to be charged for all costs.
3. Allows soldiers to settle a portion of the total move, either the PCS or the training sooner. This is advantageous for both the soldier and the order issuing organization.

Q. What impact does all this have on the soldier?

A. None. Scheduling of training will stay the same and sufficient funds are being distributed to ensure required training is provided to soldiers who need it. Soldiers will settle at the same place and manner as with any other travel event. Done correctly, this change should be all but transparent to the soldier.

Q. What happens when soldiers sent to training will fail to meet height, weight, or Army Physical Fitness Test requirements and are returned to the sending station. Who pays?

A. In this event, we are proposing that any travel and per diem costs incurred by the soldier will be charged to the MTSA funds of the soldier's last permanent duty station. It is the responsibility of the soldier's last commander to ensure and certify that the soldier meets these prerequisites. If in a TDY enroute status, the gaining command should bill the losing command for the costs incurred. This is not yet policy, but is being looked at for inclusion in AR 350-1.

Q. A certain percentage of soldiers will fail to pass any given training. Who pays in this case?

A. In these cases, the costs incurred will be borne by the organization whose fund cite is on the travel orders. This should be considered a cost of doing business and part of the historical funding that makes up the MTSA.

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Q. How are travel advances handled?

A. The use of the American Express Card is highly encouraged. If, however, a soldier does not possess a travel card, advances may be obtained from the servicing Defense Finance and Accounting Office or the local Finance and Accounting Office if it has not yet been capitalized by DFAS.

Q. Isn't my American Express Card canceled when I leave my current assignment? If so, how will I use the card during my training?

A. No. The American Express (AMEX) Card is not canceled. The cardholder keeps the card and the administrative offices at the gaining and losing organizations have to update the AMEX records to show changes in organization, but the card number stays the same.

Q. When travel cuts come down, will the MTSA be exempt?

A. Yes. The MTSA funds will not be part of the "base" and will therefore be exempt from general travel/per diem decrements and will not artificially increase cuts to other travel funds.

Q. How will commands/installations be able to operate/use these funds if there is a CRA?

A. This is not a new start and the MTSA should be handled like any other installation TDY dollars. This policy was provided to DFAS to ensure there is consistent treatment across the Army.

Q. Warrant Officer Candidates. There are three phases of training. Final assignment is made after completion of the third phase. Who pays for the training?

A. All warrant officer candidates go to Warrant Officer Candidate School at Fort Rucker in a TDY enroute status except for those who are stationed at Fort Rucker when selected for WOCS as well as those branched aviation.

All warrant officers, upon completion of WOCS, are again TDY to their basic MOS qualification course enroute to their PCS assignments with the exception of the following MOSs. Warrant officers in these MOS are PCS'd to their respective MOS Q course due to its duration. Once at the MOS Q course, their final PCS assignment is identified. These MOS are:

- 131A at Fort Sill
- 140E at Fort Bliss
- 420C at the Navy School of Music

- 880A at Fort Eustis
- 881A at Fort Eustis
- Initial entry aviators at Fort Rucker

The losing installation will fund the WOCS and the gaining commands will fund the follow-on training.

Q. Will the MTSA be fenced to the 6 or 8 digit level?

A. MTSA funds will be fenced to the 6 digit level. HQDA does not manage dollars below the 6 digit level.